

ROUTING AND TRANSMITTAL SLIP

Date

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	<i>[Signature]</i>		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Please add this sheet to DDA 86-~~0307~~ 0307.

Thanks,



file 60-2-AR

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

* U.S.G.P.O.: 1963 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

DDA 86-0307

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Information on Agency Property Management System

FROM:

Chief, Supply Division, OL

EXTENSION

NO

DATE

27 March 86

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/IMSS

Supply Division has reviewed the attached request for information on the Agency's property management system.

2.

3.

3 APR 1986

Edu

4.

5.

C/Supply Div./OL

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

In addition to the above some of the data requested are classified. I. E. -
 If it is in security, \$ value, etc.
 We have always refused to release this info, and to do so would open the door to all kinds of speculation.

3 to 5: Returned per our phone call 3 April. Suggest either phone call to DDA or letter from CSD saying CIA does not plan to respond for source + methods reasons.

FORM 1-79 610 USE PREVIOUS EDITIONS

3 APR 1986

Suspense: 10 Apr '86

DDA 86-0307

60-2

ROUTING AND TRANSMITTAL SLIP		Date
		12 FEB 1986
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF LOGISTICS		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - ACTION

PLEASE HANDLE AS APPROPRIATE.

PLEASE SEND A COPY OF ANY RESPONSE TO

EXO/DDA.

SUSPENSE: 19 MARCH 1985

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, Agency/Post)	Room No.—Bldg.
EO/DDA 7D18 HQS	Phone No.

5041-102

* U.S.G.P.O.: 1963-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

STAT

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General Services Administration
Federal Supply Service
Washington, DC 20406

DD/A
86-2-7

FEB 5 1986

Mr. Richard J. Kerr
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Kerr:

On November 21, 1985, an Ad Hoc Interagency Committee on Property Management Systems was established. A steering group was formed to guide and control the activities of the full Committee, and has met several times.

A statement of goals and objectives for the Committee has been completed by the steering group and is enclosed for your information. Since the primary goal of the Committee is to share information on property management systems among Federal agencies in order to eliminate duplicative effort in development and operation, we are providing information on the Committee activities to all Federal agencies that may have an interest in property management systems. We are also enclosing a questionnaire which will provide the Committee with the information necessary to accomplish the objectives. We ask that completed questionnaires be returned to General Services Administration, Federal Supply Service, Attention: Property Management Division (FBP), Washington, D.C. 20406, within 45 days of the date of this letter, if possible, in order that we may commence our efforts on the objectives. The responses to the questionnaires will be turned over to appropriate work groups formed from the responding agencies to work on each objective separately.

The questionnaire is applicable to your personal property accounting and control systems, but not procurement, supply, warehousing or transportation systems. The Committee recognizes that many agencies have contractors, grantees, and other recipients which hold and use Government-owned personal property. Because the requirements for records and reports by contractors and financial assistance recipients are controlled by various statutes, regulations, and contractual instruments, each agency should determine, on a case-by-case basis, whether to request its contractors or other recipients to complete the enclosed questionnaire. In some cases, deletion of certain questions may be appropriate prior to requesting a contractor or other non-Federal entity to complete the questionnaire.

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Your interest in furthering the efforts of property management and assistance in gathering the necessary information through return of completed questionnaires is appreciated. You may wish to have representatives from your agency participate in specific work groups. If so, please indicate in your response to the questionnaire on which work groups you wish to be represented. If you have any questions, please call me or William Albee on telephone number (703) 557-0807.

Sincerely,

A handwritten signature in cursive script, appearing to read "Stanley M. Duda".

STANLEY M. DUDA
Chairman, Steering Group
Ad Hoc Interagency Committee on
Property Management Systems

Enclosures

PROPERTY MANAGEMENT SYSTEMS

Goals - The immediate goals of the Committee are to share information and resources on systems and activities related to the use, control, and disposal of personal property; to develop system and management standards; and to eliminate duplication of effort between Federal agencies in the development and operation of these systems.

Scope - The activities of the Committee will initially include the review of existing property accountability and control systems, those under development, and those currently planned; recommendations to agencies concerning system standards, control and accountability criteria; commercially available software and technology; and improvement of communications among Federal agencies with respect to property management including automated interfacing where practicable. To the degree that they relate to property management, the Committee may expand activities to include functional areas such as supply and material inventory systems, cataloging, warehousing and distribution, traffic and transportation, procurement, accounting, facilities management/realty, and the regulations and procedures governing property management, after the initial round of studies has been completed.

Objectives - FY 1986

1. Publish an inventory of Federal agency property management systems with a listing of their major features.
 - o Develop a questionnaire to identify systems and their features.
 - o Survey agencies with the questionnaire.
 - o Establish a work group from the full Committee to review responses and obtain any additional information.

- o Establish an action plan for steering group approval.
 - o Compile and publish results of the questionnaire - target completion date - May 30, 1986.
2. Examine bar coding technology applicable to accounting and inventory control
- o Establish a working group from the full Committee.
 - o Establish an action plan for steering group approval.
 - o Review public and private applications of bar coding technology to property management functions.
 - o Compile results of these reviews with recommendations and submit to the full Committee for review and comment.
 - o Publish initial review results with recommendations - target completion date - March 31, 1986.
3. Examine commercially available property management software and technology.
- o Establish a working group from the full Committee.
 - o Establish an action plan for approval by the steering group.
 - o Gather information and review software packages applicable to property management functions.
 - o Gather information and review state-of-the-art technology applicable to property management systems.

- o Compile the results of these reviews with recommendations and submit to full committee for review and comment.
 - o Publish initial review results with recommendations - target completion date - September 30, 1986.
4. Recommend criteria for accountability and control of non-capitalized personal property.
- o Establish a working group from the full Committee.
 - o Establish an action plan for approval by the steering group.
 - o Review existing systems and gather additional data needed for analysis.
 - o Submit recommendations to full Committee for review and comment.
 - o Publish recommended standards - target completion date - June 30, 1986.
5. Develop a property management system data element dictionary.
- o Establish a working group from the full Committee.
 - o Establish an action plan for approval by the steering group.
 - o Survey all property management systems that are operational and under development to obtain a list of data elements and their definitions.
 - o Review and compare survey results to compile a complete list, eliminate duplicates and recommend the best definition for each data element.

4

- o Submit complete list with recommended definitions to full Committee for review and comment.
 - o Publish approved data element dictionary - target completion date - October 31, 1986.
6. Review agency systems for redistribution and disposal of personal property.
- o Establish a working group from the full Committee.
 - o Establish an action plan for approval by the steering group.
 - o Review results of surveys of agency systems for data on this objective.
 - o Survey agencies for latest information.
 - o Submit recommended system standards to full Committee for review and comment.
 - o Publish results and recommendations - target completion date - August 29, 1986.
7. Examine Governmentwide management and procedures for redistribution and disposal of personal property.
- o Establish a working group from the full Committee.
 - o Establish an action plan for approval by the steering group.
 - o Review data obtained by working groups for Objective number 6.
 - o Obtain additional data from agencies as necessary.

- o Compare various agencies' management practices and procedures.
- o Submit recommended standards for management and procedures for personal property redistribution and disposal to full Committee for review and comment.
- o Publish results and recommendations - target completion date - December 31, 1986.

GSA AD HOC INTERAGENCY COMMITTEE ON PROPERTY MANAGEMENT SYSTEMS

QUESTIONNAIRE

SECTION I - GENERAL INFORMATION

Agency: _____

Agency Contact: _____

Telephone Number: _____

Mailing Address: _____

SECTION II - GENERAL INFORMATION ABOUT PERSONAL PROPERTY MANAGEMENTDefinition:

A personal property management system is the primary accountability and control system for non-expendable personal property.

1. Do you have a personal property management system?

YES ___ NO ___

2. Is the system predominantly:

Automated?

YES ___ NO ___

Manual?

YES ___ NO ___

3. Are the following types of property included in the personal property management system:

If NO, is
it a stand
alone system?

a. Aircraft?

YES ___ NO ___

YES ___ NO ___

b. Equipment?

YES ___ NO ___

YES ___ NO ___

c. Firearms?

YES ___ NO ___

YES ___ NO ___

d. Furniture?

YES ___ NO ___

YES ___ NO ___

e. Motor Vehicles?

YES ___ NO ___

YES ___ NO ___

f. Supplies?

YES ___ NO ___

YES ___ NO ___

g. Other?

YES ___ NO ___

YES ___ NO ___

[Please specify: _____]

4. What is the total dollar value of the personal property carried in the personal property system?

\$ _____

5. What is the total number of personal property items carried in the personal property system?
-

6. Is the personal property system integrated or interfaced with:

a. Accounting?	YES	NO
b. Procurement?	YES	NO
c. Accounts Payable?	YES	NO
d. Real Property?	YES	NO
e. Other?	YES	NO

[Please specify _____]

7. Which office maintains official property records?

OFFICE NAME: _____

ADDRESS: _____

Contact Person: _____

Telephone Number: _____

8. Do you have personal property that is:

a. Agency owned and located in the US?	YES	NO
b. Agency owned and located in foreign countries?	YES	NO
c. Leased?	YES	NO
d. Loaned to the agency?	YES	NO
e. Loaned by the agency?	YES	NO
f. Grantee held?	YES	NO
g. Contractor held?	YES	NO

9. How does your system track personal property that is:

a. Agency owned and located in the US?	Manually	Automatically
b. Agency owned and located in foreign countries?	Manually	Automatically
c. Leased?	Manually	Automatically
d. Loaned to the agency?	Manually	Automatically
e. Loaned by the agency?	Manually	Automatically
f. Grantee held?	Manually	Automatically
g. Contractor held?	Manually	Automatically

SECTION II - GENERAL PERSONAL PROPERTY PROCEDURES

10. Do you have formal written procedures for personal property management? YES ☐ NO ☐

11. Are these written procedures up to date? YES ☐ NO ☐

12. What are the criteria and/or dollar thresholds for:

- a. Capitalization? _____
- b. Accountability? _____
- c. Sensitivity? _____
- d. Other? [Please specify] _____

(FOR ADDITIONAL COMMENTS, ATTACH A SHEET TO THE QUESTIONNAIRE)

13. Do you consider the following items accountable due to sensitivity or other management needs:

- | | | |
|--|-----|----|
| a. Adding machine? | YES | NO |
| b. Air conditioner? | YES | NO |
| c. ADP equipment such as acoustical coupler, disk pack, program cassette? | YES | NO |
| d. Audio-visual equipment? | YES | NO |
| e. Badge? | YES | NO |
| f. Beverage preparation/storage equipment such as coffee maker, ice maker? | YES | NO |
| g. Binoculars? | YES | NO |
| h. Calculator? | YES | NO |
| i. Camera? | YES | NO |
| j. Clock? | YES | NO |
| k. Computer hardware such as mainframes and minicomputer? | YES | NO |
| l. Computer software? | YES | NO |
| m. Copy machine? | YES | NO |
| n. Dictator/Transcriber? | YES | NO |
| o. Drafting equipment/tools? | YES | NO |
| p. Firearms and attachments? | YES | NO |
| q. Gymnastic/recreational equipment? | YES | NO |
| r. Humidifier? | YES | NO |
| s. Kitchen equipment? | YES | NO |
| t. Mail handling equipment? | YES | NO |
| u. Material handling equipment such as hand truck and stevedore? | YES | NO |
| v. Megaphone? | YES | NO |
| w. Metal detector? | YES | NO |
| x. Microcomputer? | YES | NO |
| y. Micrographic equipment? | YES | NO |
| z. Paper shredder? | YES | NO |
| aa. Photographic equipment other than cameras? | YES | NO |
| ab. Physiological testing/training tools? | YES | NO |
| ac. Portable communication equipment such as walkie talkies? | YES | NO |
| ad. Power tools? | YES | NO |
| ae. Reader, microfiche/microfilm? | YES | NO |
| af. Stereo equipment | YES | NO |
| ag. Tape recorder, audio? | YES | NO |
| ah. Telephone? | YES | NO |
| ai. Telephone message recorder? | YES | NO |
| aj. Television? | YES | NO |

ak. Typewriter? YES ☐ NO ☐
 al. Word processing equipment? YES ☐ NO ☐

Are there any other items for your agency? YES ☐ NO ☐

Please itemize: _____

14. What is the frequency of physical inventories?

15. How often do you reconcile property and financial records?

16. How do you conduct your inventories:

a. Wall-to-wall? YES ☐ NO ☐
 b. By type of property? YES ☐ NO ☐
 c. Other? YES ☐ NO ☐
 [Please specify: _____]

17. Do you maintain accountability for furniture:

a. Individually? YES ☐ NO ☐
 b. In the aggregate? YES ☐ NO ☐
 c. Other? YES ☐ NO ☐
 [Please specify: _____]

18. What basis is used to value property for capitalization?

☐ a. Actual cost
☐ b. Cost plus related charges
☐ c. Other
 [Please specify: _____]

19. When is property recorded as an asset?

☐ a. Upon receipt
☐ b. When accounting office gets a copy of the receiving report
☐ c. Upon payment
☐ d. Other
 [Please specify: _____]

20. What methods of depreciation are used?

☐ a. None
☐ b. Straight line
☐ c. Other
 [Please specify: _____]

SECTION III - ADP INFORMATION:

21. Which office is the main ADP contact for the personal property system?

OFFICE NAME: _____

ADDRESS: _____

Contact Person: _____

Telephone Number: _____

22. Do you use commercially available software for your property management system? YES ___ NO ___

If YES to question 22, what the software's name, model, and manufacturer?

23. What is the automated system's name and acronym?

24. What year was the system implemented? _____

25. What year was the latest major system revision implemented?

26. What is the status of the system?

- ☐ Current with no revisions planned with the next year
☐ Currently under revision (Projected Completion Date: _____)
☐ Recently revised (Completed Date: _____)
☐ Out-of-date
☐ Out-of-date and review begun of other systems for possible application

27. Does the system have formal written procedures to instruct users? YES ___ NO ___

28. Is system documentation up to date? YES ___ NO ___

29. Have flowcharts been developed to show the information flow through the system? YES ___ NO ___

PLEASE ATTACH A COPY OF THE FLOWCHARTS, IF AVAILABLE

[Do not provide system documentation.]

30. Where is the automated system's central data base located?

Address: _____

31. Would your agency:
- provide property accountability and control services to other organization on a reimbursable basis?
YES ___ NO ___ Maybe ___
 - provide the computer program, documentation, and conversion assistance to other organizations for their own implementation and use?
YES ___ NO ___ Maybe ___
 - provide the computer program and documentation to other organizations for their own implementation and use?
YES ___ NO ___ Maybe ___
32. Would your agency be interested in having another agency provide property accountability and control services?
YES ___ NO ___
33. Is there a formalized method for measuring and evaluating the total performance of the system, e.g., error rates, number of transactions rejected?
YES ___ NO ___
34. Is the system menu driven with screens for specific functions such as adding a new personal property record, changing a record, entering excess information on an existing record?
YES ___ NO ___
35. Is the system:
- Centrally designed and operated? YES ___ NO ___
 - Centrally designed, decentrally operated? YES ___ NO ___
 - Decentralized? YES ___ NO ___
 - Other? YES ___ NO ___
- [Please specify: _____]
36. What type of computer hardware is used:

37. What computer programming language is used:

38. What data base management system is used?

39. Does the system have data inquiry capability?
- ☐ a. Yes, extensive
 - ☐ b. Yes, limited
 - ☐ c. No
40. If YES to question 39, how is the system queried?
- ☐ a. Online with ad hoc reports
 - ☐ b. Online with standardized reports
 - ☐ c. Not online with ad hoc reports
 - ☐ d. Not online with standardized reports

41. How is data entry accomplished:
☐ a. Centrally? (one location)
☐ b. Regionally? (few locations)
☐ c. Totally decentralized? (numerous locations)
☐ d. Other?
 [Please specify:_____]
42. What method of data transmission is used?
☐ a. Hard copy
☐ b. Magnetic tape sent by mail
☐ c. Remote terminals over telecommunications network
☐ d. Other
 [Please specify:_____]
43. What method of data entry is used?
☐ a. Online
☐ b. Batch
☐ c. Other
 [Please specify:_____]
44. What data entry medium is used?
☐ a. Punch cards
☐ b. Punch cards converted to magnetic tape
☐ c. Magnetic tape
☐ d. Terminal connected mini-computer
☐ e. Terminal connect to main computer
☐ f. Disk
☐ g. Other
 [Please specify:_____]
45. What type of terminal(s) is used for data entry?
☐ a. Intelligent/local
☐ b. Nonintelligent/local
☐ c. Intelligent/remote
☐ d. Nonintelligent/remote
☐ e. None
 (Manufacturer and Model:_____)
46. What output medium is used?
☐ a. Form paper listings
☐ b. Magnetic tape
☐ c. Microfilm
☐ d. Microfiche
☐ e. Punch cards
☐ f. Stock paper
☐ g. Terminal screen
☐ h. Other
 [Please specify:_____]
47. Does the personal property system calculate depreciation?
 YES ___ NO ___
48. Does the system have data security to limit access to the system to authorized personnel only? YES ___ NO ___

49. Does the automated personal property system provide listings of excess property? YES ___ NO ___
50. If YES to question 49, does the system allow for:
- a. Internal agency screening? YES ___ NO ___
 - b. Automated reporting to GSA? YES ___ NO ___
 - c. Both a and b? YES ___ NO ___
51. If NO to question 49, do you have a separate automated utilization and disposal system? YES ___ NO ___

SECTION IV - BAR CODING

52. Do you use bar coding to collect or process system data? YES ___ NO ___
If YES, answer questions below. If NO, skip to question 64.
53. Do you use commercially available software for your bar code system? YES ___ NO ___
54. If YES to question 53, what is the software's name, model, and manufacturer?
-
55. What kind of character code do you use on the label?
☐ 3 of 9 (Code 39)
☐ Other
 [Please specify: _____]
56. What information is encoded on the label?
☐ a. Sequential number (Property Control Number)
☐ b. Descriptive code plus sequential number
 (Describe: _____)
☐ c. Other format
 (Describe: _____)
57. Do you create your own labels? YES ___ NO ___
58. If YES to question 57, what type of printer(s) do you use?
☐ a. Impact dot matrix
☐ b. Impact slug
☐ c. Impact hammer
☐ d. Non-impact laser etch
☐ e. Non-impact ink jet
☐ f. Non-impact electrostatic
☐ g. Non-impact xerographic
☐ h. Non-impact thermal
59. If NO to question 57, who supplies your labels?

Manufacturer _____

60. What type of material are labels made of?

- ☐ a. Polyvinyl
- ☐ b. Metal
- ☐ c. Etch
- ☐ d. Other

[Please specify: _____]

61. What type of scanner(s) do you use to read labels?

- ☐ a. Portable wand
- ☐ b. Stationary scanner
- ☐ c. Laser scanner
- ☐ d. Other

[Please specify: _____]

Manufacturer and Model: _____

62. What type of terminals do you use?

- ☐ a. Portable, hand held
- ☐ b. Stationary, desk top
- ☐ c. Other

[Please specify: _____]

Manufacturer and Model: _____

63. Have you conducted a study on bar coding in the last three years? YES ____ NO ____

IF YES, PLEASE ATTACH A COPY OF THE STUDY.

SECTION V - REPORTS

64. What reports are furnished by the system?

- ☐ a. Acquisitions
- ☐ b. Activity during period by location
- ☐ c. Inventory listing by location
- ☐ d. Inventory listing by nomenclature
- ☐ e. Inventory listing by property custodian
- ☐ f. Property donated
- ☐ g. Property eligible for replacement
- ☐ h. Property expended to scrap
- ☐ i. Property reported to excess
- ☐ j. Transfers
- ☐ k. Other

PLEASE ATTACH ADDITIONAL INFORMATION TO THE QUESTIONNAIRE

SECTION VI - DATA ELEMENTS

SEE QUESTIONS 65, 66, AND 66 ON DATA ELEMENTS ON THE NEXT PAGES.

SECTION VI - DATA ELEMENTS

65. Does your automated personal property system contain the following data elements?

DATA ELEMENT	.NO/.YES.	Number of Characters.	ALPHA ONLY	NUMERIC ONLY	ALPHANUMERIC	DEFINITION (Indicate code source, e.g. internal,DOD,DUNS)
a. Acquisition cost	
b. Acquisition document identification	
c. Acquisition year	
d. Agency identification number	
e. Bar code identification number	
f. Condition code	
g. Depreciation value	
h. Excess report identification	
i. Federal Stock Number	
j. Last inventoried date	
k. Local Stock Number	

65. DATA ELEMENTS (continued)

DATA ELEMENT	.NO/.Number of .YES.Characters.	.ALPHA ONLY .NUMERIC ONLY .ALPHANUMERIC	. (Indicate code source, e.g. internal,DOD,DUNS)			DEFINITION
1. Location	
m. Nomenclature	
n. Repair history	
o. Replacement year	

ADD THE OTHER DATA ELEMENTS FOUND IN YOUR SYSTEM USING THIS FORMAT. USE NEXT PAGE

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66. Are there any additional data elements in your automated personal property system? YES___ NO___

LIST THE ADDITIONAL DATA ELEMENTS BELOW

[illegible]

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67. If you have a separate automated system for the utilization and disposal of personal property system, list the data elements below.

[illegible]